

**Maryland Department of Health and Mental Hygiene  
Center for Healthy Homes and Community Services  
Youth Camps**

**Child Protective Services Background Clearance Form  
Frequently Asked Questions**

- 1. What is the difference between the Child Protective Services Background Clearance and the Maryland and FBI criminal background checks?**
  - a. The Child Protective Services Background Clearance provides information from the Department of Human Resources statewide database regarding child abuse and neglect that may not show up on a Maryland or FBI criminal background check.
- 2. Who must sign the Child Protective Services Background Clearance form if the employee is a minor?**
  - a. DHR/Social Services will accept the form signed by a minor, who is 16 years old or older, without a parent legal guardian signature.
  - b. DHR/Social Services will only accept the form from a minor, who is 15 years old or younger, if both the minor and the parent or guardian signs the form.
- 3. Why must the Child Protective Services Background Clearance form be notarized?**
  - a. The form must be notarized because it is a legal document giving Child Protective Services the ability to release the requested information to the person or entity listed on the form.
- 4. Why does the Child Protective Services Background Clearance form request information on race, sex and birthdate for my children?**
  - a. Information on race, sex and birthdate are used to complete an accurate cross-reference search of the database. If you have questions regarding this matter you may contact Patricia Walker at 410-767-8821.
- 5. Can I refuse to answer questions on the form?**
  - a. No. All questions on the form must be completed or the form will not be processed.

**6. Why are there two forms on the “Most Requested Forms and Documents” webpage?**

- a. There are two different forms on the webpage because one form is only to be used by the personnel administrator at the camp, while the other form is to be used by all other employees. The results of these two forms go to two different places. Results for the personnel administrator are returned to DHMH, while the results for employees are returned to the camp personnel administrator.

**7. What if I don’t have results back from Child Protective Services by the time camp starts?**

- a. Prior to sending the notarized copy of the Child Protective Services Background Clearance form to Social Services, make and store a copy of the document in the employee’s personnel file. DHMH will accept this copy as good faith that the personnel administrator has sent the form to be processed by Social Services.

**8. How often does an employee have to complete this form?**

- a. Each employee is only required to complete this form once as long as the camp personnel administrator maintains the results of the Child Protective Services Background Clearance on file.

**9. Do employees from out-of-state or another country need to complete the Child Protective Services Background Clearance form?**

- a. Yes. All employees must complete this form in order to work at a youth camp in Maryland, also see question 11

**10. Are volunteers required to complete the Child Protective Services Background Clearance form?**

- a. No. Volunteers are not required to complete the Child Protective Services Background Clearance form. However, camp may require volunteers to complete form if they wish. The DHMH recommends that volunteers complete the same background clearance process as employees since volunteers will have access to children.

**11. The instructions indicate that it is sent to a local Social Services office, where do I mail the form?**

- a. Youth Camps are to mail their Child Protective Services Background Clearance forms to:

Department of Human Resources  
In-Home Services  
Social Services Administration  
311 W Saratoga Street, Room 553  
Baltimore, MD 21202

**12. What do I do if information is found in the Child Protective Services database?**

- a. The camp personnel administrator must assess the suitability for employment of the individual based on the criteria listed in COMAR 10.16.06.21F, which says:

“F. If, as reported on or after October 1, 2005, an individual has been identified as responsible for child abuse or neglect or received a conviction, a probation before judgment disposition, a not criminally responsible disposition, or a pending charge for the commission or attempted commission of a crime or offense that is not included in §E of this regulation, the operator:

- (1) Shall assess, on the basis of the following factors, the individual's suitability for employment:
  - (a) The job position at the camp for which the individual is applying or for which the individual is currently employed;
  - (b) The nature and seriousness of the incident, crime, or offense;
  - (c) The period of time that has elapsed since the incident, crime, or offense occurred;
  - (d) The age of the individual at the time the incident, crime, or offense occurred;
  - (e) The individual's probation or parole status, if applicable; and
  - (f) Any other information the camp considers pertinent; and
- (2) Depending on the results of the assessment, shall permit or prohibit employment of the individual.”

**13. Can a person who is found unsuitable to be employed at the camp volunteer at the camp?**

- a. No, according to COMAR 10.16.06.21, once the personnel administrator determines that the person cannot be employed to work at camp because of the criminal or Child Protective Services results the person cannot then volunteer at camp.